Unit : 1 [Ethics & Integrity]

1) Importance of Ethics :-

Ethics are the moral principles that guide our behavior and decision-making. It's about doing the right thing, being honest, and respecting others.

(i) Trust : Ethical behavior ⇒ helps build trust ⇒ healthy relationships.

(ii) Social cohesion : welfare of society ⇒ Harmonious environment.

(iii) Protection of rights : It helps in fairness, justice & equality and help the individuals to be treated with respect.

(iv) Personal integrity : It helps to develop the character & integrity and make choices that align with their values.

(v) Decision-Making : Ethics help and guide in decision-making.

(vi) long term Gains: Organisation guided by ethics and values are profitable in long run.

2) Ethical decision-making :- It is a process of choosing what is right when faced with an ethical delimma.

* Steps for Ethical decision making *

i) State the problem: we should identify the problem at first place to understand the scenario and decide accordingly.

ii) Check the facts: Many problems disappear upon closer examination of the situation; while other change radically.

iii) Identify relvent factors: we have to go for examination of internal & external factors influencing the problem.

iv) Develop the list of option : we should try to find out the solution based on the evaluation in the form of various options.

v) List the options : we should check whether or not the options available are rendering the satisfactory results.

vi) Make a choice : Based on the evaluation we should select the best alternative for solving the problem.

vii) Review : we should try to get the feedback ~~from~~ for further improvement.

3) Personal & Professional moral code of conduct :-

☆ Personal code of conduct :

The elements of personal code of conduct :

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i) Show relvence: Different people may emphasis certain principles that apply to specific circumstances.

ii) Provide specific examples: It refers to the individuals responsibility and accountability towards fallow Individuals.

iii) Trust worthyness: Being reliable and dependable and consistentally demonstrating ethical behavior.

iv) Responsibility: taking ownership of actions and decisions and being accountable for success & failure.

v) Respect: treating others with courtesy and dignity regardless of their background or opinions.

vi) Fairness: Treating everyone equally and avoiding favourtism.

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✱ Professional code of Conduct :-

i) Confidentiality : Keeping information confidential and avoiding using it for personal gain.

ii) Impartiality : Being fair and objective in all interaction.

iii) Transparency : Being open and honest about actions and decisions.

iv) Professionalism : Professionalism conducts oneself in a way that reflects positively on an organization and profession.

v) Time management : Being punctual and managing the time well helps in professional life of an individual.